



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Orlando Division**

**VACANCY ANNOUNCEMENT**

**Administrative Assistant**

CL 25/01 \$33,415\*

Announcement No. 05-10    Position Closes: Open until filled    Available: Immediately

This position is for a one year one day term with benefits and the possibility of becoming a permanent position

**Representative Duties**

Provides administrative and clerical support to the Clerk of Court and Chief Deputies for the Middle District of Florida. Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries from judges and their staff, members of the bar, other agencies, other courts, and the media. Provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters.

Supports meetings or other events, including notification to participants and logistical coordination. Arranges for the most economical travel and lodging for the Management staff. Prepares travel payment vouchers in accordance with existing policies and regulations.

Acts as secretary for Judicial Committee meetings, attending to needs of participants, preparing agenda materials, keeping notes of proceedings, and writing and distributing minutes. Responsible for maintaining official committee files.

Develops standard office procedures and provides support to other administrative staff in the performance of their duties.

Prepares executive correspondence, and other materials, from dictation, rough copy, or own notes, for review and signature. Edits materials prepared by others for the Clerk's signature for accuracy, proper grammar, and spelling.

Receives, screens, and routes mail to appropriate persons or offices. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the court to appropriate individuals in the office. Maintains correspondence control records.

Serves as liaison to judges' chambers and all other court units, as well as the Administrative Office and the Federal Judicial Center.

Works on special projects as assigned, which may include development of presentations, research and documentation.

**Minimum Qualification Requirements**

Requires a total of four (4) years of work experience, two (2) years at a progressively responsible administrative level which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. Incumbent must present a professional demeanor at all times, possess strong organizational, analytical, oral and written communication skills. Solid computer skills and typing of 50 wpm required; shorthand or speedwriting preferred. Familiarity with creating Power Point presentations, Lotus Notes, Word Perfect and spread sheets a plus. This position may also require occasional travel.

**Information for Applicants**

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 05-10, 80 N. Hughey Avenue, Room 300, Orlando, Florida 32801 by February 25, 2005.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

(See reverse side for employee benefits)

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history

## **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- C Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- C Participation in a retirement program.
- C Participation in the federal health insurance program of your choice.
- C Participation in a group life insurance program.
- C Participation in a group long-term disability insurance program.
- C Participation in long-term care insurance program.
- C Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- C A minimum of ten (10) paid holidays per year.
- C Prescribed salary progression through classification level based on acceptable performance.
- C Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.



The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of seven million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.